



**THINKING ABOUT APPLYING  
FOR A BIG GRANT...**

*But don't know where to start?*

Here is Where You Begin

- Before You Apply
- Standard Forms
- Sources of Funding
- Importance of Schmoozing
- Get to Know the Grant Family
- Develop Your Project
- Benefit Cost Analysis
- Partnerships and Cost Sharing
- Writing and Submitting
- Once You Get The Award

# Before You Apply

- Obtain a DUNS #
  - Required to access all federal funds
  - A 9 digit number used to track your organization through all federal processes
  - Information Needed
    - Business name and type
    - Location
    - Number of Employees
    - Contact Information
  - Call 1-866-705-5711 or apply online at [www.dnb.com/us](http://www.dnb.com/us)

# Register with SAM (System for Awards Management)

- You must update or renew your SAM registration at least once per year to maintain an active status
- Make sure you keep all information identical through DUNS/SAM/grants.gov. Even a small typo may cause a problem
- Keep up with user names and passwords—you will have to change them frequently
- SAM and most systems now require a 2 factor identification process

# Information Required for SAM

- Business Start Date
- Physical Address
- Mailing Address
- TIN/EIN
- CAGE Code, SIC code, NAICS code
- Business Type
- Checking Account information
- Executive Compensation Questions
- Contact Information (Accounts Receivable, E-Biz, Government)

# E-BIZ Point of Contact

- This person holds the keys to the federal grant kingdom—make sure you hang on to log-in information for this person.
- MPIN is a critical piece of information
- E-BIZ Point of Contact is authorized to assign the AOR role to work in grants.gov.
- AOR (Authorized Organization Representative)

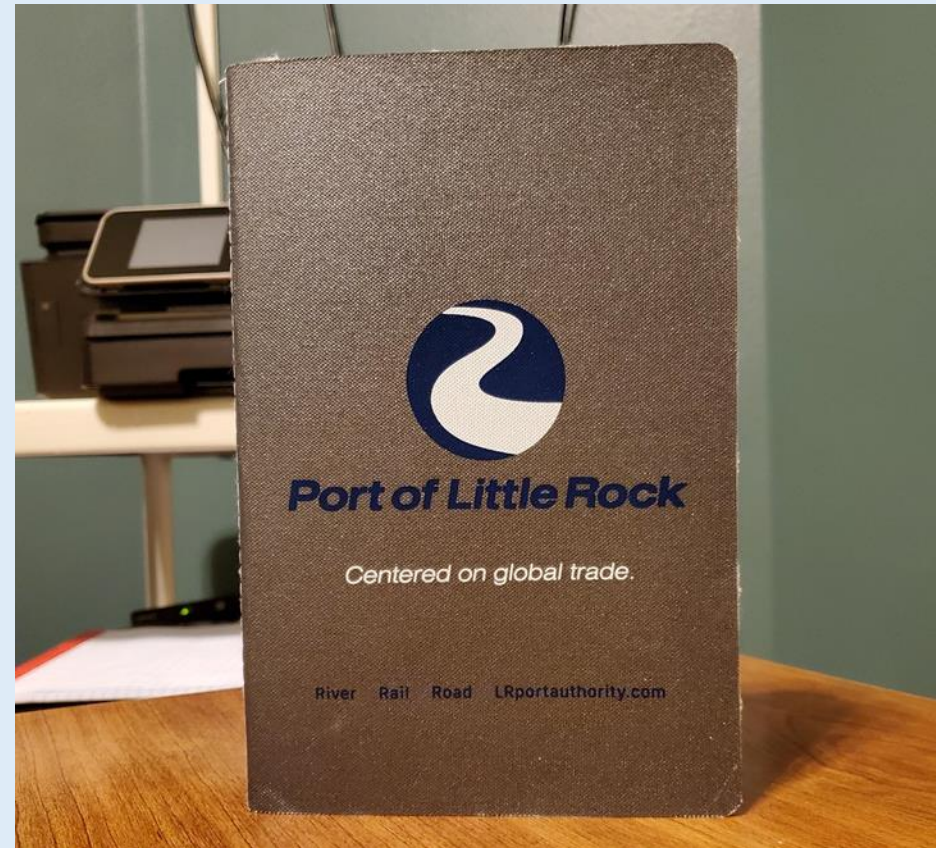
SAM Entity Registration Letter now required

# Finally—grants.gov

- The E-BIZ Point of Contact authorizes the Authorized Organization Representative
- If you have someone you trust, it is helpful to let that person administer all processes—DUNS, SAM, grants.gov
- +4 zip code needed on many documents
- Congressional District code frequently required



# BE ORGANIZED!



# Standard Forms

- SF424 is the starting point for most federal grants
- SPOC/Intergovernmental Review Process
- Other standard forms SF424 B and C for construction/non-construction projects
- SF LLL

# Sources of Funding

- Grants.gov alerts
- Grants.gov website
- Trade journals/email updates
- AASHTO
- Congressional Representatives
- Schmoozing

# Importance of Schmoozing

- GAO study underscores this (18-38)
- Study found transparency about the process lacking
- Study found that senior review team had much discretion over selected projects



United States Government Accountability Office  
Report to Congressional Committees

November 2017

## DISCRETIONARY TRANSPORTATION GRANTS

DOT Should Take  
Actions to Improve the  
Selection of Freight  
and Highway Projects

# Get to Know the Grant Family

**BUILD Grants**

About BUILD

Awarded Projects 

BUILD 2019 

[Home](#) > [Policy Initiatives](#)

## BUILD Discretionary Grants

### U.S. Transportation Secretary Elaine L. Chao Announces Availability of \$900 Million in Infrastructure Grant Funds

WASHINGTON – The U.S. Department of Transportation (DOT) has formally announced a Notice of Funding Opportunity (NOFO) to apply for \$900 million in discretionary grant funding through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program.

"These BUILD Transportation grants will provide needed infrastructure investment to better connect rural and urban communities around our nation," said U.S. Secretary of Transportation Elaine L. Chao.

Fiscal Year 2019 BUILD Transportation grants are for investments in surface transportation infrastructure and will be awarded on a competitive basis to projects that will have a significant local or regional impact. BUILD funding can support roads, bridges, transit, rail, ports or intermodal transportation.

To reflect the Administration's ongoing effort to rebalance past under-investment in rural America, DOT intends to award up to 50% of BUILD Transportation grant funding to projects located in rural areas that align well with the selection criteria. The FY 2019 BUILD program's selection criteria gives special consideration to projects that emphasize improved access to reliable, safe, and affordable transportation for communities in rural areas. This includes projects that improve infrastructure condition, address public health and safety, promote regional connectivity, facilitate economic growth or competitiveness, deploy broadband as part of an eligible transportation project, or promote energy independence.

Selection criteria encompass safety, economic competitiveness, quality of life, state of good repair, innovation and partnerships with a broad range of stakeholders.

The Consolidated Appropriations Act of 2019 made available \$900 million for National Infrastructure Investments, otherwise known as BUILD grants. For this round of BUILD grants, the maximum grant award is \$25 million, and no more than \$90 million can be awarded to a single State.

To provide technical assistance to a broad array of stakeholders, DOT is hosting a series of webinars during the FY 2019 BUILD grant application process. Details and registration information regarding these webinars will be made available at <https://www.transportation.gov/BUILDgrants/outreach>.



#### Related Links

- [BUILD 2018 Awards](#)
- [TIGER 2017 Awards](#)
- [TIGER 2016 Awards](#)
- [TIGER 2015 Awards](#)
- [TIGER 2014 Awards](#)
- [TIGER 2013 Awards](#)
- [TIGER 2012 Awards](#)
- [TIGER 2011 Awards](#)
- [TIGER 2010 Capital Projects](#)
- [TIGER 2010 Planning Projects](#)
- [TIGER I Awards](#)

#### Related Links

- [BUILD NOFO](#)

#### Related Documents

- [BUILD Grants Notice of Funding Opportunity](#)
- [TIGER/BUILD Application List](#)

#### Contact Us

**Office of Infrastructure Finance and Innovation**

# Get to Know the Grant Family

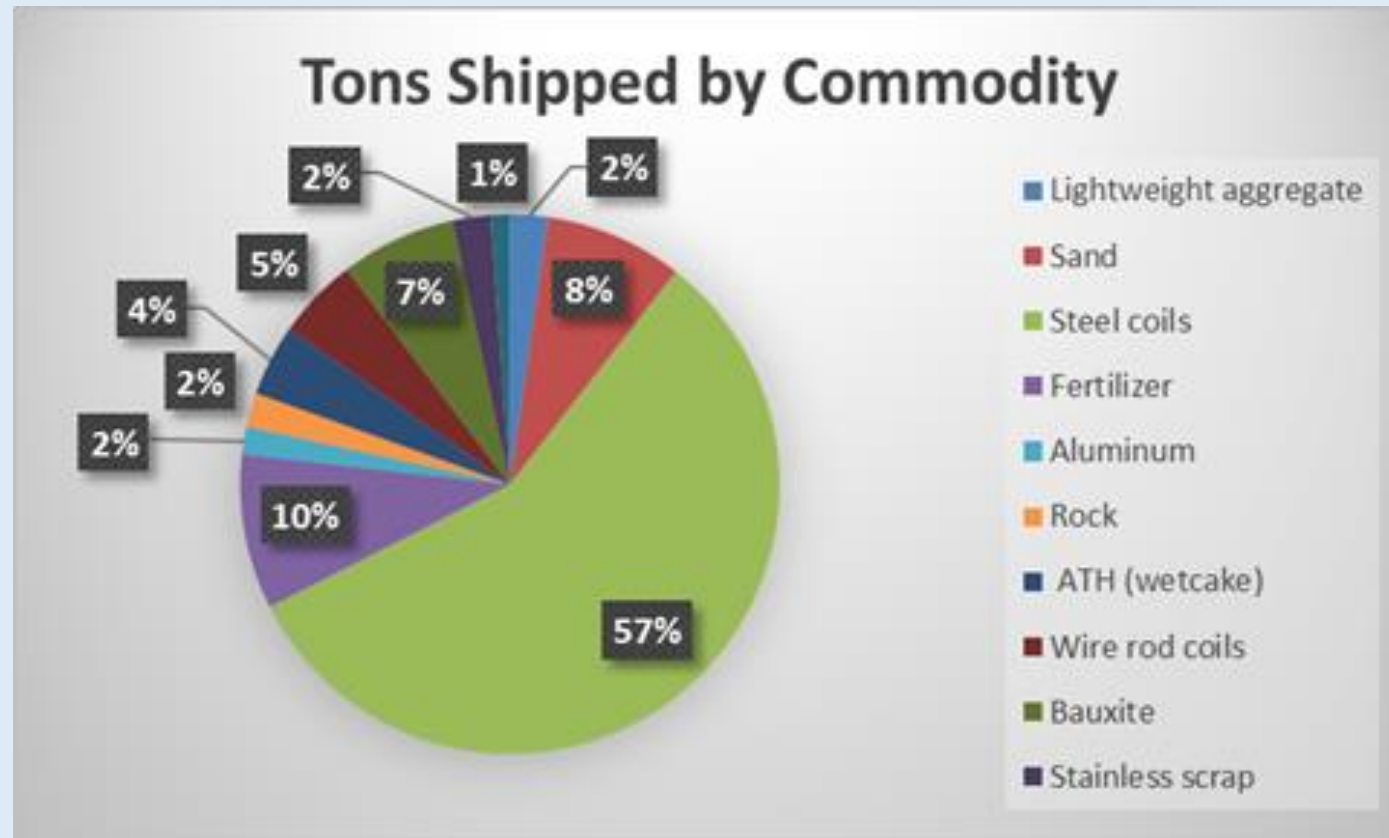
- Read the NOFO/NOFA (Notice of Funding Opportunity/Availability)
- Check out the Grant website
- Read all the guidance
- Talk to the program officer
- Listen to webinars

# Develop Your Project

- Project Description
- Scope of Work
- Engineering Cost Estimates, other information needed
- Schedule for Work
- Sometimes Performance Measures Required
- NEPA
- Permitting Requirements
- Planning Requirements



# You Will Need to Incorporate Hard Data About Your Business



# Benefit/Cost Analysis Required for Many Federal Grants

- Trained professional required—an economist, some engineers can do
- BCA is not the same as an Economic Impact Analysis, which is easier to find someone to do
- NOFO/NOFA will tell you what benefits the funder values and often how they want them valued
- It is important to have hard data about your project to put into the Benefit/Cost Analysis

# Partnerships/Cost Sharing

- Most grants will require a match or cost share
- Most grants will give preference to applications that are overmatched
- Good to have match from multiple partners
- Extent of partnership is often part of the scoring rubric for the grant

# Speaking of Money

- Most government grants are Expense/Reimbursement
- It is important to have an adequate cash flow
- You must follow Federal Procurement standards

# Writing and Submitting

- Narrative should make a compelling case for your project
- Follow the outline/provide information as directed by NOFO/NOFA!
- Deadline is usually 60 days out—a lot of work in a very short period of time.
- Good to start months ahead on grant families you know will make regular awards

# Award—Now the work really begins!

- Terms will be set out in the grant agreement
- Beware—there will be many federal requirements
- Quarterly progress reports required
- Performance reports often required
- Single Audits required for awards over a certain amount

# Now you know just enough to be dangerous

- Questions?

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